

## ARTICLE 5. CONDITIONS OF EMPLOYMENT

### R2-5-501. Standards of Conduct

- A. General. In addition to statutorily prohibited conduct, a violation of the standards of conduct listed in subsections (B), (C), and (D) below is cause for discipline or dismissal of a state service employee.
- B. Required conduct. State Service employees shall:
  - 1. Maintain high standards of honesty, integrity, and impartiality, free from any personal considerations, favoritism, or partisan demands.
  - 2. Be courteous, considerate, and prompt in dealing with and serving the public.
  - 3. Conduct themselves in a manner that will not bring discredit or embarrassment to the state.
  - 4. Comply with state laws and rules.
- C. Prohibited conduct. State Service employees shall not:
  - 1. Use their official position for personal gain, or attempt to use, or use, confidential information for personal advantage.
  - 2. Permit themselves to be placed under any kind of personal obligation that could lead any person to expect official favors.
  - 3. Perform any act in a private capacity that may be construed to be an official act.
  - 4. Accept or solicit, directly or indirectly, anything of economic value as a gift, gratuity, favor, entertainment, or loan which is, or may appear to be, designed to influence the employee's official conduct. This provision does not prohibit acceptance by an employee of food, refreshments, or unsolicited advertising or promotional material of nominal value.
  - 5. Directly or indirectly use or allow the use of state property of any kind, including property leased to the state, for other than official activities.
  - 6. Engage in outside employment or other activity which is not compatible with the full and proper discharge of the duties and responsibilities of state employment, or which tends to impair the employee's capacity to perform the duties and responsibilities in an acceptable manner.
  - 7. Inhibit a state employee from joining or refraining from joining an employee organization.
- D. Employee rights. An employee shall not take any disciplinary or punitive action against another employee that impedes or interferes with that employee's exercise of any right granted under the law or these rules. Any employee or agency representative who is found to have acted in reprisal toward an employee as a result of the exercise of the employee's rights is subject to discipline, as defined in R2-5-801. Such discipline is to be administered in accordance with state and federal laws affecting employee rights and benefits.

#### Historical Note

Adopted effective December 31, 1986 (Supp. 86-6). Amended effective April 20, 1995 (Supp. 95-2).